

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, FEBRUARY 10, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of February 3, 2010
2. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** – Article VIII, Section 115(3) – *Requesting Exception to Article IV, Section 27 of the Civil Service Rules and Regulations – Certification from Open Eligible Lists Office Services Assistant*
Staff report prepared by Mario R. Beas, Executive Director
3. **CHANGE IN EXAMINATION PLAN** – Fleet Services Supervisor
Staff report prepared by Lourdes Ferrer, Personnel Analyst
4. **REQUEST FOR SPECIAL ADMINISTRATIONS** – Police Sergeant
 - a. Communication from Thomas R. Cochran, Police Officer
 - b. Communication from Michael Soldin, Police Officer
 - c. Staff report prepared by Caprice McDonald, Personnel Analyst
5. **REQUEST FOR ORDER OF LAYOFF**
 - a. Communication from Patrick West, City Manager
 - b. Staff report prepared by Diane Dzodin, Administrative Officer
6. **EXTENSION OF EXPIRING ELIGIBLE LIST** – Environmental Specialist Associate (**6 months**)
7. **RETIREMENT** – Michael Pieper/Refuse Operator II/Public Works (23 yrs., 4 mos.)
8. **SCHEDULE FOR HEARINGS**
Suspension Hearing 21-S-89 – Suggested Date March 10, 2010
Dismissal Hearing 11-D-89 – Suggested Dates May 19 & 26, 2010 & June 2 & 9, 2010
Dismissal Hearing 12-D-89 – Suggested Dates June 16 & 23, 2010
9. **RESCHEDULE FOR HEARINGS**
Dismissal 07-D-89 – Suggested Dates March 24, 31, 2010 & April 7 & 21, 2010
Dismissal Hearing 05-D-89 – Suggested Dates April 28, 2010 & May 5, 2010
Dismissal Hearing 06-D-89 – Suggested Date May 12, 2010
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**
12. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the

public on matters within the Commission's jurisdiction.

9:00 A.M. – REDUCTION APPEAL HEARING 10-R-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
FEBRUARY 3, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 3, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of January 27, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that Dismissal Appeal 19-D-78 Minutes of December 9 & 16, 2009 and January 6 & 13, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST TO RETURN TO
FORMER CLASSIFICATION:**

**CLAUDIA ESCOBEDO/ASSISTANT ADMINISTRATIVE
ANALYST TO HOUSING SPECIALIST**

The Secretary presented a communication from Claudia Escobedo, Assistant Administrative Analyst, requesting Commission authorization to return to her former classification of Housing Specialist. The Secretary informed the Commission that Human Resources informed staff that there is a position available for Ms. Escobedo as a Housing Specialist in the Community Development Department. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the request to return Claudia Escobedo to the classified service and to her former classification of

Housing Specialist be approved, pursuant to Section 91 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST FOR ORDER OF LAYOFF: The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

HOUSING SPECIALIST

The Secretary presented a staff report prepared by Donna de Araujo, Assistant Administrative Analyst regarding the protested question from the Housing Specialist examination, which was administered on January 22, 2010. Ms. de Araujo briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

BULLETIN:

BUSINESS SYSTEMS SPECIALIST

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Systems Technician, to be extended for two months. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant (8/5/09 & 8/19/09)
Microbiologist
Systems Support Specialist
Systems Technician (2/4/09, 2/11/09 & 2/18/09)
(2 months)
Water Treatment Operator

RETIREMENTS:

President Infelise presented Certificates of Appreciation to the following employees in recognition of their dedicated service to the City and citizens of Long Beach. Matherine Glover, Maintenance Assistant (25 years), John Garry, Police Sergeant (30 years), Barry Fowks, Police Officer (30 years) and Michael White, Police Sergeant (31 years), all of the Police Department. Representatives from the Police Department were present and spoke on their behalf.

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Francisco Lizarde/Construction Inspector II/Harbor
Charles Rice/Electrician/Harbor
Scott Demari/Electrician/Airport

DISABILITY RETIREMENT:**DONNA ROBINSON/SCHOOL GUARD/POLICE**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Christine Culhno/Animal Health Technician/Health
Jason Wong/Police Officer/Police

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked Suanne Swan and Beatriz Lacerda for the excellent job they did in preparing the retirements for the Commission agenda.

Melinda George, Deputy Director, informed the Commission that most of the staff analysts were attending a Supervisory Leadership Class today. She also stated that the Police and Fire promotional preparation and application intake are going well.

The Secretary informed the Commission that he attended the IPMA-Human Resources Big Cities and Counties Conference in Marina Del Rey.

ADJOURNMENT:

There being no further business before the Commission,
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario R. Beas", written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh



City of Long Beach
Working Together to Serve

Agenda Item No.
RECEIVED

Memorandum

2

Date: January 21, 2010
To: Civil Service Commission
From: Patrick H. West, City Manager *PHW*
Subject: Exception to Rules and Regulations Pursuant to Section 115, Subsection 3

2010 JAN 28 AM 8:01

CIVIL SERVICE DEPT.


In accordance with Civil Service Rule 115, Subsection (3), I would like to request an exception to Section 27 of the Civil Service Rules and Regulations, pertaining to release of names on an existing eligibility list.

Due to the City's current financial situation and the stipulation to fill vacancies with current City employees, it is requested that the Civil Service Department release the names of current City employees in subsequent bands from the Office Services Assistant eligible list. The Department of Parks, Recreation and Marine received the "A" band for this classification; however, there were no City employees on the eligible list. We are requesting the names of current City employees in all bands.

If you have any additional questions, please do not hesitate to contact Deborah Mills, Acting Director of Human Resources, at 570-6140 or Ken Walker, Manager of Personnel Operations at 570-6243. As always, thank you for your assistance with this matter.

PHW:DRM:tb

C: Deborah R. Mills, Acting Director of Human Resources
Phillip T. Hester, Director of Parks, Recreation and Marine
Kenneth A. Walker, Manager of Personnel Operations

1 **DATE:** February 10, 2010
2 **TO:** Civil Service Commission
3 **FROM:** Mario Beas  Executive Director
4 **SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE VIII,**
5 **SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS,**
6 **ARTICLE IV, SECTION 27 – OFFICE SERVICES ASSISTANT**
7 **ELIGIBLE LIST**

8 On January 28, 2010, correspondence was received from Patrick H. West, City
9 Manager. In accordance with Article VIII, Section 115(3) of the Civil Service Rules &
10 Regulations and Policy 1.80 of the Civil Service Policies and Procedures, Mr. West is
11 requesting an exception to Article IV, Section 27 of the Civil Service Rules and
12 Regulations – Certification from Open Eligible Lists. The City Manager specifically
13 requests the certification of all City employees on the Office Services Assistant eligible
14 list, indicating that this will provide a sufficient pool of City employees from which
15 selections can be made.

16 The request comes following a hiring freeze measure to maintain vacancies throughout
17 the organization in efforts to achieve targeted savings and is part of a series of 2008
18 and 2009 City implemented budget measures aimed at maintaining a balanced fiscal
19 condition in the General Fund and other challenged funds. However, in recognition that
20 certain critical positions need to be filled, the City Manager limited departments to filling
21 such critical positions with City employees in an effort to reduce future layoffs. Staff
22 has reviewed the request and presents the following information for consideration.
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24
25

1 **Background:**

- 2 • On April 8, 2009, the Civil Service Commission approved an amendment to Civil
3 Services Rules and Regulations, Article VIII, Section 115 – Exceptions to Rules
4 May Be Authorized. The rule was amended to include Subsection 3, which
5 broadens the Civil Service Commission's authority to make exceptions to the Civil
6 Service Rules and Regulations; the Subsection reads as follows: "the Commission
7 may authorize an exception to its rule, if such exception is consistent with the
8 mandate of Article XI of the City Charter and if, in the opinion of the Commission
9 the best interest of the City would be served."
- 10 • On April 21, 2009, the Mayor and City Council approved the amendment to Civil
11 Service Rules and Regulations, Article VIII, Section 115(3).
- 12 • On April 29, 2009, the Civil Service Commission approved Civil Service
13 Commission Policy 1.80 – Exception to the Rules May Be Authorized. The policy is
14 in accordance with Civil Service Rules and Regulations, Article VIII, Section 115(3).

15 **Facts for Consideration:**

- 16 • The Office Services Assistant examination was administered as an open
17 competitive opportunity in January 2008. At that time, 338 applied and 189
18 qualified. The eligible list was established on March 19, 2008. The eligible list is
19 comprised of three broad score bands, all candidates within each score band are
20 considered equal. Of the 189 qualified candidates, there are 46 in Band A, 99 in
21 Band B and 44 in Band C.
- 22 • A requisition has been received in the Civil Service Department for an Office
23 Services Assistant vacancy in the Parks, Recreation and Marine Department,
24 Business Operations Bureau, Administration Division.
- 25

- Due to the City's hiring freeze, authorization to fill the vacant Office Services Assistant position was stipulated, by the City Manager, to be filled with an existing City employee.
- The current eligible list contains two names of current, classified City employees – two in Band B (Table A). In addition, there are four names of non-career employees on the list – two in Band B and two in Band C (Table B).

TABLE A

Band	Employee Classification	Employee Status
B	Maintenance Assistant	Current, classified
B	Community Information Specialist	Current, classified

TABLE B

Band	Employee Classification	Employee Status	Date of Hire
B	Administrative Intern	Non career	01/28/2008
B	Clerk	Non career	04/23/2005
C	Administrative Intern	Non career	01/17/2008
C	Maintenance Assistant	Non career	03/06/2006

- On April 4, 2008 staff certified all names in Band A (46 names) of the Office Services Assistant eligible list to the Parks, Recreation and Marine Department for consideration. This personnel requisition was subsequently cancelled with no selections. On November 6, 2009, again, staff certified Band A of the Office Services Assistant eligible list to Parks, Recreation and Marine Department. There are no classified employees in Band A. To date the Parks Recreation and Marine Department has not made any selections.

1 To facilitate compliance with the City Manager's request that departments hire City
2 employees to fill critical positions during the current hiring freeze, staff recommends
3 granting the exception to the rule and certification of classified employees in Band B.
4

5 In addition, staff makes the clear distinction that non-career, temporary employees are
6 not included in the recommendation to certify City employees from the Office Services
7 Assistant eligible list.
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9 Representatives from the Parks, Recreation and Marine and Human Resources
10 Departments and the International Machinist Union have been notified that this request
11 is on today's agenda.
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15 MB / sa – REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES & REGS (PRM-OSA 2/10/2010)
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1 **DATE:** February 10, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst

4 **SUBJECT: REQUEST FOR CHANGE OF EXAMINATION PLAN – FLEET**
5 **SERVICES SUPERVISOR**

6 The Civil Service Commission approved the bulletin for Fleet Services Supervisor, a
7 promotional opportunity, on January 20, 2009. The classification is used in the
8 Department of Public Works and there is currently one vacancy in the Fleet Services
9 Bureau's Towing/Lien Sales Division.

10
11 Applications were available from January 22, 2010 through February 5, 2010.
12 Recruitment for this classification included standard procedures for promotional
13 examinations, such as posting the job opportunity bulletin on-line and sending
14 information to all departments throughout the City.

15
16 As of noon, Friday, February 5, 2010, only seven candidates had applied for Fleet
17 Services Supervisor.

18
19 The examination plan approved by the Civil Service Commission specified a qualifying
20 Written Examination with an Appraisal Interview weighted 100%, along with the
21 statement, "Based on the number of applications accepted, the selection procedure
22 may be changed." A primary reason to include the qualifying Written Examination was
23 to provide for the assessment of a potentially large applicant pool and to allow only the
24 most qualified candidates to continue to the Appraisal Interview.
25

1 Due to the small number of qualified applicants, Staff recommends that the
2 examination plan be changed to only the Appraisal Interview weighted 100%. All
3 candidates that meet the minimum requirements will be invited take part in the
4 Appraisal Interview.

5
6 Approval of the request will streamline the examination process for Fleet Services
7 Supervisor and reduce efforts required of Subject Matter Experts, candidates and Civil
8 Service staff to conduct an unnecessary examination phase. The assessment of all
9 necessary skills, knowledges and abilities of the candidates will be consolidated into a
10 single phase at the Appraisal Interview.

11
12 The Department of Public Works was appraised of the proposed change in the
13 examination plan and concurs with staff's recommendation. Representatives from the
14 Department will be present should there be any inquiries from the Civil Service
15 Commission.

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17 LF
REQUEST FOR CHANGE OF EXAMINATION PLAN (FSS)
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